



## Town of Nantucket

### Secondary Dwelling Checklist

(Updated May 01, 2007)

- ♦ Application to Planning Board for a Secondary Dwelling. The deadline for applications is always on the first and third Monday before 4:30 p.m. The Planning Board meets the second and fourth non-holiday Monday of each month, check meeting schedule for months with Monday holidays. Applicants are strongly encouraged to attend the meeting, however, all applicants will be notified by mail of the Board's decision, unless the applicant requests to pick up their approval/denial letter in the office.
- ♦ \$100.00 Application Fee Payable to the Town of Nantucket, this includes three (3) inspections, 1. to view site, 2. prior to Building Permit conditions and 3. Prior to the Certificate of Occupancy; \$50.00 re-inspection
- ♦ Two (2) site plans no larger than 11"x 17", which identify the following:
  - ♦ The entire site, including all property lines, existing structures;
  - ♦ The road which accesses the site;
  - ♦ Existing driveway any proposed modifications or the proposed driveway. The dimensions of the driveway shall be indicated on the site plan. Please note that if the driveway is shared with another property or crosses an abutting property, a copy of the recorded driveway easement will be required;
  - ♦ Existing and proposed parking spaces. All parking spaces should be a minimum of nine (9) feet by twenty (20) feet. One compact parking space is permitted per lot which shall be no smaller than seven (7) feet by seventeen (17) feet. All parking shall be dimensioned on the site plan;
  - ♦ The existing or proposed construction of the driveway (i.e. dirt, gravel, shell, pavement, etc). Note that unpaved driveways connecting to paved roads will require the construction of a driveway apron pursuant to Zoning Bylaw section 139-20.1;
  - ♦ Existing and proposed structures. The footprint of the dwellings shall be indicated on the site plan to ensure that the one (1) of the two (2) dwellings is at least twenty (20) percent smaller in footprint than the other;

TABLE OF PARKING REQUIREMENTS

	ROH SROH	LC	RC	R1/SR1	RC2	R10	R2 SR2	LUG 1,2,3 MMD
Single Family Dwelling 139-7A(1)	1	1	1	1	2	2	2	2
Accessory Apartment 139-7C	0	0	0	1	1	1	1	1
Secondary Dwelling 139-7A(2)	1	1	1	.6/bedroom	.75/bedroom	.75/bedroom	1/bedroom	2
Other Dwelling Unit	1/DU	1/DU	1/DU	1/DU	1/DU	1/DU	1/DU	1/DU
Duplex	n/a	.75/bedroom	.30/bedroom	.75/bedroom	1/bedroom	1/bedroom	n/a	n/a

**NOTE: DU shall mean "dwelling unit" and bedroom shall mean "bedroom" as defined by the Zoning Enforcement Officer**



## Nantucket Planning Board

### Application for a Secondary Dwelling Permit

Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Location of proposed secondary dwelling:

Street Address \_\_\_\_\_

Assessors Tax Map # \_\_\_\_\_ Parcel # \_\_\_\_\_

Size of Parcel \_\_\_\_\_ Zoning District \_\_\_\_\_

Secondary Dwelling # of Bedrooms \_\_\_\_ Primary Dwelling # of Bedrooms \_\_\_\_

#### Submission Requirements:

See attached checklist dated May 1, 2007.